

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
Directorate of Administration

3. MINOR SUBDIVISION
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. M. B. Fouraker

5. TEL. EXT.
767-4495

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED NC1-AFU-78	JOB NO. 302
APR 14 1978	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
4-21-78 (Date)	<i>James B. Rhoads</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

4 APR 1978

Date

Herbert G. Geiger
(Signature of Agency Representative)

(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">MILITARY AND CIVILIAN PERSONNEL RECORDS</p> <p align="center">(Table 30-1)</p> <p align="center">(Applicable Air Force-Wide)</p> <p>The attached change to AFM 12-50, table 30-1, proposes to extend the retention period for alcohol abuse control case files (rule 11) from 6 months to 1 year to align with drug abuse case files in rule 12. It further establishes in rule 11.1 a provision for retention of alcohol abuse case files for 3 years after rehabilitation to meet the state of California accreditation standards (Senate Bill 330 post-conviction Driving While Intoxicated Program).</p> <p>Rules 11 and 12, column D, have been amended by adding a reference to note 7 which has been added to authorize destruction of alcohol/drug abuse control case files upon notification of erroneous/non-substantiated identification to agree with requirements of the Privacy Act of 1974.</p> <p>The recommended disposition criteria ^{is} deemed adequate for Air Force requirements.</p>	<p>NC1- AFU- 77-7</p>	

3 items

115-106

Sent to agency 4/24/78

TABLE 30-1

MILITARY AND CIVILIAN PERSONNEL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11	alcohol abuse control case files	alcohol abuse identifi- cation, treatment, and rehabilitation documen- tation required by AFR 30-2	at social actions offices	* destroy 1 year after completion of follow-on phase of rehabilitation unless needed as back- ground for case files supporting a separation action or other actions under other directives, in which case, disposition will be the same as the files which they support (note 7).
* 11.1			required to meet the state of California accred- itation standards	destroy 3 years after completion of rehabili- tation.
12	drug abuse control case files	documents on individuals not authorized for inclusion in the record groups, or not covered elsewhere in this manual (see AFR 30-2)	at social action offices	* destroy 1 year after completion of rehabilita- tion, PCS transfer, or separation (see notes 2, 3, 4, 5 and 7).
<p>Notes: 1. Use rule 5 for disposition of files which do not meet criteria for permanent retention under chapter 3.</p> <p>2. Transfer files pertaining to individuals being reassigned prior to completing rehabilitation to Social Actions Office at gaining organization.</p> <p>3. Transfer to USAF Special Training Group copies of files, with other personnel records, for individuals transferred to that group.</p>				

4. Dispose of files pertaining to individuals recommended for discharge, separation, or court martial under table 35-9 or 111-1, as appropriate.
5. Dispose of documents filed in the UIF under table 35-5.
6. If lecturer is still under consideration for future invitation, documentation may be retained until no longer needed, then destroy.
- * 7. Destroy erroneous identification/non-substantiated alcohol/drug abuse control case files upon notification of erroneous/non-substantiated identification.